



Memo

Date: September 23, 2024
To: Pastors/administrators and department heads
Cc: Parish secretaries
From: Marquita Richburg, director, Office of Human Resources
Re: Position vacancies

St. Francis of Assisi Catholic Church, in Cartersville, is seeking a part-time **coordinator of family faith formation** for grades K-5. This person is responsible for creating and implementing the programs for family faith formation, sacramental preparation (reconciliation and first Communion) and Rite of Christian Initiation for Children (RCIC). Other responsibilities include, but are not limited to, recruiting and training catechists. The candidate should possess leadership and organizational skills, as well as good communication. Bilingual (English/Spanish) required. If interested, please send a cover letter and resume to Fr. Kevin Hargaden at khargaden@stfac.org.

Please make these announcements available to your employees and published in your parish newsletter and bulletins for the month of September/October. Thank you.